

*Sample Request for Approval of ATO*

Memo: **CONFIDENTIAL**

Date: XX

To: Personnel Services Branch  
Department of Personnel Administration

From: Name  
Office of Human Resources  
Department of Management

This memo is to request approval to place an employee on ATO for 30 additional calendar days. DPA previously approved ATO which expires on \_\_\_\_\_. The employee has been on ATO since \_\_\_\_\_ (date) for a total of \_\_\_\_\_ (number of calendar days).

**Information about Employee:**

Name: Jane Doe  
CBID: xx  
Classification: xx  
Job/Working Title: xx  
Peace Officer: No  
Initial Date of ATO: xx

**Why ATO is needed:**

Employee allegedly threatened a coworker with physical assault. The complaining employee and other coworkers have expressed safety concerns about working with the employee.

The employee works in a small field office supply area, and no alternative placement is available at employee's work location. Employee's work is entering new items into inventory and distributing items; physical presence is required and telecommuting not an option. Alternative shifts are not available because the employee needs to be supervised. We have no alternative work situation for this employee in the location.

Investigation is underway and investigator advises draft report is completed. Expect to have investigation report and either draft and serve adverse action or return employee to work within the next 30 calendar days, and therefore request an extension for that length of time.

**For questions, contact:**

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Janet Supervisor, [janet.supervisor@dom.ca.gov](mailto:janet.supervisor@dom.ca.gov), 916-333-5556 or  
916-555-3333 (mobile)

Thank you for your consideration in this matter.